

3 January 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Spot Inspection of FDD, 2 January 1957

1. During the one-day inspection of FDD representatives in the following components were interviewed: Chief of the Division and his Deputy, the chiefs of all the branches (Reports, USSR, Scientific and Technical, Eastern Europe, Far East and Western World), and six subordinates in key positions including the chief editor and the coordinators of FDD's publications.

2. The Inspector General's survey of FDD was completed in November 1955. During this past 14 months much improvement has been made, as noted below:

a. A rapid perusal of publications issued by all of the branches revealed more verbatim translations especially in the scientific, political, and sociological fields. In the economic and industrial fields abstracting predominates, chiefly because this is the manner in which ORR requests that material be prepared. There is also a more extensive use of extracted material in which attribution was clearly set forth. In general, the Division is handling its large bulk of material in a much more manageable and professional manner and is attempting to evaluate publications used as to past accuracy, extent of official control, political bias, and scientific value. Of all of the publications issued by FDD, the most noticeable improvement was observed in the handling and publishing of scientific material.

b. The Chief, FDD, indicated that his branches were no longer publishing Reference Aids. Information to be issued as reference material is now sent to OCR where it is properly prepared for publication as a Reference Aid. One year ago FDD and OCR were in conflict over this matter. This problem has been amicably resolved.

c. The overlapping and confusion which existed a year ago between FDD and OSI as to who should translate and publish certain types of USSR scientific and technical material has now been resolved. OSI had formerly impinged on the mission of FDD in this field. With only few exceptions OSI avails itself of the professional translation services of FDD which prepares studies for OSI according to well-prepared terms of reference.

d. Every branch chief indicated that aggressive efforts have been made to make section chiefs and coordinators of publications responsible for giving substantive guidance on the selection, translation, and publication of all issuances disseminated from their respective branches. Some section chiefs indicated that they might improve in their assignments if they could have a staff meeting of section chiefs in which the Chief, FDD, on a weekly basis, would give specific examples of work well done and point out weaknesses in the organization and preparation of material for publication. This suggestion was passed on to the Chief of the Division who indicated that it was worth trying.

e. In the field of requirements better judgment is being exercised at the branch level as to what is important, what should receive priority, and what should be refused because the information desired is old, duplicatory,

unimportant, or published in available unclassified forms. Of all requirements 97 per cent are from Agency components and 3 per cent from the IAC.

f. Very little change was noted in career management other than plans exist in the Division to require that all personnel fill in their Career Preference forms at the time that the fitness reports are due in the Office of Personnel. According to the Deputy Chief of FDD these forms will be used as the basis for discussions with all FDD personnel with respect to their professional and career interests. All career plans will be completed and recorded within the next 12 months.

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h. The establishment of a linguistic unit in L Building designed to meet some of the requirements of the Clandestine Services recommended a year ago in the Inspector General's survey of FDD has been accomplished. A similar service has been arranged for OSI which has been used with much profit.

i. During the past year FDD has not been able to resolve its proof-reading functions. A study was made by the Office of Personnel of the positions and grades requested in FDD for proof readers, but no relief was recommended. Proof-readers in FDD remain GS-5's and are mostly high school girls. This proofing of highly technical translated material is difficult and should be done by a group of professionally trained proof-readers. An impasse has been reached on this question between OO/FDD and the Office of Personnel. The Inspector General should deal directly with the Office of Personnel on this matter requiring that written justification be given as to why qualified proof-reading personnel cannot be provided for FDD.

25X1A There has been no change in the T/O of FDD. There are at present [REDACTED] Some personnel are double-slotted because FDD by agreement is taking back into the Division personnel originally assigned to the [REDACTED] project. Attrition will reduce this figure within six months to the ceiling.

25X1A2g k. Personnel in FDD had no serious complaint with respect to procurement. There was general agreement that the Department of State was doing better especially since OCR had conducted a survey of pertinent Field stations on procurement and selection of types of publications of value to CIA and the intelligence community. FDD personnel agreed that

should this Agency supervise the procurement program it would no doubt improve, but after one year of noticeable improvement by State Department's field representatives this problem is no longer regarded as serious.

1. From this spot check of FID's achievements it appears that the Division is performing well, is improving on its techniques, and is performing its mission to the satisfaction of its customers in the Agency and in the IAC. The various branches are meeting their priority schedules with no serious unfinished backlogs which are being ignored.

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